

MONROE COUNTY, FLORIDA

JOB DESCRIPTION

Position Title: Sr Administrator Personnel
Position Grade: 11

FLSA Status: Exempt

date: May 20, 2003
Job Code: 11-10

GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.)
Primary function is to oversee the Personnel Office and insure that all policies, guidelines and procedures are followed.

KEY RESPONSIBILITIES

1. *Supervise/oversee office including 2 liaison offices to insure all policies, guidelines are followed.
 2. *Review all Personnel actions for compliance with Policies & Procedures.
 3. *Assist Division Heads, Department Heads, Supervisors in composing disciplinary actions, terminations, hearings and any employee related matters.
 4. *Sit in and assist on pre-determination hearings (and grievances if necessary).
 5. *Monitors and oversees Sick Leave Pool and act as Recording Secretary.
 6. Monitor County's Drug Policy and oversee appropriate testing for compliance.
 7. Advise & interpret policies for employees, supervisors, etc.
 8. *Administer FMLA.
 9. Appropriately budget funds for expenditure each fiscal year if requested.
 10. Complete various County, State, Federal reports as required.
 11. *Represents Personnel at New Employee Orientation and provides presentation regarding policies and benefits.
 12. *Reviews all department recommendations for any change in status (reclassifications, etc.) and makes a recommendation to the Management Services Division Director for further action.
 13. Sits in on meetings and provides guidance and assistance to the Personnel Policies and Procedures Board as deemed necessary.
 14. Compose any recommended Personnel Policy revisions when necessary.
 15. *Serve as liaison to County Administrator on issues of records management relating to the creation, utilization, maintenance, retention, preservation, and disposal of records.
 16. Recognize training needs for employees and prepare (or assist in preparation) of programs to meet specific needs.
 17. *Consults with Supervisor periodically concerning personnel issues and/or problems and performs such other projects as may be required to accomplish the functions of the Personnel Office.
- *Indicates an essential job function**

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KEY JOB REQUIREMENTS

Education: Associate's Degree or Two-Year College equivalent required. Major (s) required: Public Administration, Business, Human Resources Management.

Experience: 5 years to 7 years minimum amount of prior related work experience.

Impact of Actions: The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.

Complexity: Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.

Decision Making: Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.

Communication

With Others: Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.

Managerial

Skills: Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary actions, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.

Working Conditions/

Physical Effort: Normal office situation. Typically sitting at a desk or table.

Other: Should possess at least three years experience in the County with at least one-year experience in Personnel. Certification required: PHR or SPHR.

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APPROVALS

Department Head:

Name: _____ Signature: _____ Date: _____

Division Director:

Name: _____ Signature: _____ Date: _____

County Administrator:

Name: _____ Signature: _____ Date: _____

On this date, I have received a copy of my job description relating to my employment with Monroe County:

Name: _____ Signature: _____ Date: _____
